



Asset Management Summary Quick Checklist

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ASSET RECORD MAINTENANCE (done throughout the year) FINANCE MODULE

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|--------------------------|---|
| <input type="checkbox"/> | Ensure all Object/SubObject codes are present in the Asset Management Cross-Reference Table |
| <input type="checkbox"/> | Execute Extract utility: 1) print PDF report and 2) save to file, recording filename for future step: Finance Module Extract Filename |

ASSET MANAGEMENT MODULE

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|--------------------------|---|
| <input type="checkbox"/> | Verify that "Automatic Item Numbering" is checked if this option is desired |
| <input type="checkbox"/> | Import any Asset items from the Finance Module using the Filename recorded above and manually enter any other Asset items you wish to add |
| | Optional: Run and distribute the Campus Room Inventory Report for hand notations |
| <input type="checkbox"/> | Update any Asset items in the database with changes from the Inventory Report |
| | Do a Mass Update of the "Last Inventory Date" |

DEPRECIATION CALCULATION AND EOY REPORTS ASSET MANAGEMENT MODULE

| | |
|--------------------------|---|
| <input type="checkbox"/> | Run Report : Status Report to show any Asset items Entered in Error, for Sold, or Deleted |
| <input type="checkbox"/> | Ensure required information for the sale of any Capital Assets is entered |
| <input type="checkbox"/> | Run Reports : Capital Assets/Inventory Listing, Auditor Analysis and Property Class Listing |
| <input type="checkbox"/> | Verify the data and balances in the Reports; Totals should match |
| <input type="checkbox"/> | If Report totals match, perform the Depreciation Calculations |
| <input type="checkbox"/> | Run Report: Depreciation Detail Schedule if desired or required by Auditor |

PREPARE DATABASE FOR NEW YEAR PROCESSING ASSET MANAGEMENT MODULE

| | |
|--------------------------|--|
| <input type="checkbox"/> | Verify the current fiscal year 2015 and the next fiscal year 2016 are listed in the FY Table |
| <input type="checkbox"/> | Copy Current FileID (C) into new FileID for history; ensure you are in FileID (C) for following: |
| <input type="checkbox"/> | Rollover the Depreciation Distribution Funds |
| <input type="checkbox"/> | Perform a Mass Delete of all Asset Items that have status of Entered in Error, Deleted, or Sold |
| <input type="checkbox"/> | After the Auditor has completed their review, perform the Initialize Audit Tables process |
| <input type="checkbox"/> | Do an Export by FileID (C) to have a clean backup of the beginning new year database; give meaningful filename and record for future reference if needed: Export Asset Management Tables Filename: i.e. "Export FileID(C) Beginning Year 21-22" |



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